



致：香港灣仔告士打道
郵政局郵箱 29015 號
稅務局局長收

To: Commissioner of Inland Revenue
P.O. Box 29015
Gloucester Road Post Office
Wan Chai, Hong Kong

**商業登記
通知更改業務地址**

**Business Registration
Notification of Change of Business Address**

根據《商業登記條例》(第 310 章) 第 8 條的規定，現通知貴局，下述業務已更改其業務地址，詳情如下：

Pursuant to section 8 of the Business Registration Ordinance (Cap. 310), I hereby notify you that the following business has changed its business address. Details are as follows:

*商業/分行登記號碼 *Business / Branch Registration Number	<div style="display: flex; align-items: center;"> <table border="1" style="border-collapse: collapse;"> <tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr> </table> — <table border="1" style="border-collapse: collapse;"> <tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr> </table> <div style="margin-left: 5px;"> (見附註) (See Note) </div> </div> <p style="font-size: small; margin-top: 5px;">(附註：如是總行，請填上「000」。Note: Please fill in "000" for Main Business.)</p>																																																																																																																																						
*業務/法團/分行名稱 *Name of Business /Corporation /Branch																																																																																																																																							
變更發生日期 (附註 1) Date of Change (Note 1)	<div style="display: flex; justify-content: center; gap: 10px;"> ____ / ____ / ____ </div> <p style="font-size: small;">(日 day / 月 month / 年 year)</p>																																																																																																																																						
更改地址的類別 (請在適當空格內加上「x」號) Type of address to be amended (Please put an "x" in the appropriate box)	<input type="checkbox"/> 業務地址 Business Address <input type="checkbox"/> 分行的營業地址 Business Address of the Branch																																																																																																																																						
原有地址 Original Address : (此欄必須填寫 This part must be completed)																																																																																																																																							
新地址 New Address : <div style="display: flex; align-items: center; margin-left: 40px;"> <table border="1" style="border-collapse: collapse; width: 30px; height: 20px; margin-right: 5px;"></table> 地域 Area Code (H = 香港 H.K.) (K = 九龍 KLN) (N = 新界 N.T.) </div> <p style="font-size: small; margin-top: 5px;">請只用中文或英文填寫 Please complete in either Chinese or English only</p>																																																																																																																																							
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[此欄只適用於總行，不適用於分行。This part is only applicable to Main Business (Not applicable to Branch Business)] 如欲以上述的新地址作為相關稅務檔案的通訊地址，請在下列適當方格內加上「x」： Please put an "x" in the box(es) below if the above new address is to be used as the POSTAL address of the related tax file(s):																																																																																																																																							
<input type="checkbox"/> 上述業務的利得稅檔案 (不適用於獨資業務。獨資業務的東主應填寫 IR1249 表格，以更改其個別人士報稅表檔案的通訊地址。) Profits Tax file of the ABOVE business (Not applicable to a sole proprietorship. The sole proprietor/proprietress of a business should complete the form IR1249 to change the postal address of his/her Tax Return-Individuals file.)																																																																																																																																							
<input type="checkbox"/> 上述業務的僱主填報的薪酬及退休金報稅表檔案 Employer's Return of Remuneration and Pensions file of the ABOVE business																																																																																																																																							

簽署
Signature _____
簽署人姓名
Name of Signer _____
簽署人的*身分證號碼/護照號碼/商業登記號碼
*Identity card no./ passport no./ business registration no. of Signer _____

職銜 (附註 3) (請在適當空格內加上「x」號)
Designation (Note 3) (Please put an "x" in the appropriate box)

東主 Sole proprietor
 合夥人 Partner
 董事 Director 經理 Manager 秘書 Secretary [法團 Body corporate]
 主要高級人員 Principal officer [其他非屬法團的團體 Other body unincorporate]

(如簽署人是代表「法團董事」或秘書公司簽署，請填上該法團/秘書公司的商業登記號碼。否則，請填上簽署人的身分證號碼或護照號碼。If signed for and on behalf of a "corporate director" or secretarial firm, please fill in the business registration number of that body corporate or secretarial firm. In all other cases, please fill in the identity card number or passport number of the signer.)

日期 Date _____
電話號碼 Telephone no. _____

*請刪去不適用的。Please delete as appropriate.

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附註

1. 變更發生日期前的通知恕不接受。業務地址必須是香港地址，本局不接納非香港地址、「轉交」地址或郵政信箱號碼。
2. 中文地址（包括符號及空格）不可超過 58 字，英文地址（包括符號及空格）則不可超過 90 個字母。
3. 此通知書須經業務經營者簽署。
4. 《商業登記條例》（第 310 章）規定，在業務資料發生變更或結業後，業務經營者須於 1 個月內以書面通知稅務局局長。
5. 不遵辦上述規定，即屬違法，可處最高 5,000 元罰款及監禁一年。

收集個人資料聲明

你有責任提供本表格所要求的個人資料。假如你未能提供所需資料，你的申請／通知將不獲接納。

你提供的個人資料將用於稅務及商業登記用途及可供任何人士根據《商業登記條例》（第 310 章）第 19 及 19A 條查閱，以根據該條例第 19B 條確定某項業務是否已根據該條例登記及已登記的業務的詳情。本局亦可能會把部分該等資料交給法例授權接收的其他人士。除了《個人資料（私隱）條例》（第 486 章）規定的豁免範圍之外，你有權要求查閱及改正你的個人資料。有關要求應向商業登記主任提出，其地址為香港灣仔告士打道 5 號稅務大樓 4 樓。

怎樣通知

- 填妥本表格或來信通知。本表格可在稅務局網頁 (www.ird.gov.hk) 下載或使用「表格傳真服務」(2598 6001) 索取。
- 將已填妥及簽署的通知書（正本）：
 - 寄往香港灣仔告士打道郵政局郵箱 29015 號；
 - 或
 - 親身交到商業登記署，地址：香港灣仔告士打道 5 號稅務大樓 4 樓。
- 請勿將表格傳真／電郵給商業登記署。

Notes

1. Advance notice will not be accepted. Business address must be a Hong Kong address. Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable.
2. The length of the address (including punctuations, symbols and spaces) cannot exceed 58 characters for a Chinese address and 90 characters for an English address.
3. This notice must be signed by the business operator.
4. If there is any change in the business registration particulars or cessation of business, the business operator is required under the Business Registration Ordinance (Cap. 310) to notify the Commissioner of Inland Revenue in writing within one month of such change or cessation.
5. Failure to comply with the above requirements may lead to prosecution. The maximum penalty is \$5,000 and imprisonment for one year.

Personal Information Collection Statement

It is obligatory for you to supply the personal data as required by this form. If you fail to supply the required data, your application / notification will not be accepted.

The personal data provided by you will be used for tax and business registration purposes and may be made available for public inspection pursuant to sections 19 and 19A of the Business Registration Ordinance (Cap. 310) so as to enable any person to ascertain whether a business is registered under that ordinance and the particulars of the businesses so registered, in accordance with section 19B of that ordinance. The Department may also give some of such data to other parties authorized by law to receive it. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), you have the right to request access to and correction of your personal data. Such request should be addressed to the Business Registration Officer at 4/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong.

How to Notify

- By completing this standard form or by letter. This form can be downloaded from the Department's website (www.ird.gov.hk) or obtained from the Fax-A-Form Service (2598 6001).
- The properly completed and signed notification (**original**) must be submitted:
 - by post to P.O. Box 29015, Gloucester Road Post Office, Wan Chai, Hong Kong; or
 - in person at the Business Registration Office, 4/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong.
- Please **DO NOT** send the form to Business Registration Office by fax/email.